

**Position Announcement**  
**Director, Pro Bono Programs**  
**Homeless Persons Representation Project, Inc.**  
**Baltimore, MD**

Want to advocate to end homelessness? Want to eliminate barriers to employment? If you desire a position where you have the opportunity to leverage the use of volunteers to increase legal services that prevent and end homelessness, the Homeless Persons Representation Project (HPRP) is seeking a full-time Director for its Pro Bono Programs.

**Our Story:** HPRP provides free legal services and advocacy to persons who are experiencing homelessness or at risk of homelessness in Maryland. Encompassing all of HPRP's programs is the deep understanding that people who are experiencing homelessness or at risk of homelessness struggle to access legal services offered in a traditional manner. The hallmark of HPRP's legal program is its ability to reach clients where they live, eat, and spend time. HPRP's staff and volunteers pursue this mission by offering legal services through outreach in shelters, soup kitchens, government offices, community centers and the street.

HPRP's Pro Bono Programs leverage the resources of HPRP's staff by recruiting, training, and mentoring volunteer attorneys, paralegals, and law students to conduct intakes and provide legal representation in criminal record expungement, veterans benefits, and military discharge upgrade matters. HPRP's work expunging criminal records is a critical part of the organization's overall commitment to decriminalization, reducing the impact of the criminal system's oppression of people of color. HPRP recognizes that criminalization of homelessness and other related charges is part of a system of white supremacy that prevents persons experiencing homelessness from obtaining housing, employment and other components of stability.

HPRP's Pro Bono Programs is substantial, and it currently encompasses the work of over 400 volunteers. Particularly in these economic times, HPRP's Pro Bono Programs provide the person power to assist the increasing number of individuals seeking legal assistance to prevent homelessness, find housing, or remove barriers to employment. The Director of Pro Bono Programs is based in HPRP's Baltimore Office. With the support of the Pro Bono Programs Paralegal, the Director primarily focuses on overseeing the Baltimore City volunteer-supported expungement clinics at Our Daily Bread Employment Center and its partner organizations including Christopher's Place, The Franciscan Center and Earl's Place. The Director will consult on volunteer legal clinic design in Montgomery and Prince George's Counties, and support HPRP's ongoing involvement in decriminalization and expungement-related policy work and coalition-building. The Director will also oversee the expansion of HPRP's expungement work into Maryland correctional and re-entry facilities.

The Director will also supervise the Pro Bono Programs Staff Attorney, who is responsible for managing HPRP's Veterans Legal Assistance Program.

**Reports to:** Executive Director

**Supervises:** Pro Bono Staff Attorney, Pro Bono Paralegal, and volunteers: attorneys, law students, and paralegals (100+ at any one time)

**Responsibilities include:**

- Recruiting, training, supervising, and retaining volunteer attorneys, paralegals and law students;
- Developing/updating written materials for volunteers including registration materials, training manuals, etc.;
- Supporting Staff Attorney and Pro Bono Paralegal on legal subject matter issues and working with volunteers;

- Maintaining the infrastructure necessary to monitor the work of the volunteer attorneys throughout HPRP, and provide on-going support and supervision to volunteers in the Baltimore region as needed;
- Overseeing HPRP's existing off-site intake programs, including ensuring strong relationships with organizations hosting HPRP's off-site legal clinics in the Baltimore region, and establishing new locations for HPRP's off-site legal program, as needed;
- Conducting Know Your Rights and informational sessions at local shelters and other community-based programs on expungement;
- Representing HPRP in community programs and conference planning and programming including:
  - The Partners for Justice Conference
  - The Pro Bono Coordinating Council;
- Expanding the visibility of HPRP's Pro Bono Programs, including publicizing the programs, and developing relationships with the private bar and government lawyers;
- Maintaining information about case activity and statistics, as well as volunteer information, in HPRP's electronic database, and duplicate paper files of all volunteer cases;
- Support HPRP's engagement in decriminalization and expungement-related policy work and coalition-building;
- Participating in fundraising efforts, including working with Executive Director and Development Director on grant applications, attending meetings with current and potential funders, and assisting with grant reports;
- Working with the Executive Director and other HPRP colleagues to plan the Annual Volunteer Appreciation Reception; and
- Participate in HPRP's ongoing race equity work.

#### Required Qualifications:

- Admitted to practice law in Maryland or other US jurisdiction. For applicants admitted in a State other than Maryland, please indicate ability to apply for admission in Maryland by UBE score, if applicable, or willingness and eligibility to sit for the 2021 Maryland Bar or Attorney's exam in the cover letter;
- Legal writing experience drafting legal memoranda and motions. Law school clinic, law school internship, and post-graduate judicial clerkship can count towards experience. Please specify legal writing experience in cover letter or resume;
- Experience in high volume program management including supervision;
- Direct experience working with people living in poverty with a trauma-informed approach;
- Experience with managing a high volume case load (**100+ cases at a time**) or program;
- Aptitude to work well under pressure, set priorities, meet frequent deadlines, handle multiple tasks, and remain calm and patient in a **very** fast paced environment;
- Excellent administrative and organizational skills, detail oriented and able to produce work with a high degree of accuracy;
- A team player with a strong sense of self-motivation, flexibility and good judgment;
- Analytical skills to issue spot and problem solve;
- Ability to communicate effectively orally and in writing with clients, service providers, pro bono volunteers, and community partners; and
- Demonstrated commitment to diversity and social justice by using a personal approach that values all individuals and respects differences.

#### **PREFERRED QUALIFICATIONS**

- At least 5 years of legal experience;
- Experience with community outreach;
- Fluency, written and oral, in Spanish;
- Knowledge of Baltimore area programs;

- Experience with policy, including legislative research and advocacy;
- Previous experience supervising volunteers;
- Prior experience representing clients in any of the following areas: criminal record expungement, or criminal law;
- Experience with database entry and reporting; and
- Experience with representing clients in court and/or administrative hearings

Salary: \$65,000-\$80,000 depending on experience. HPRP provides excellent benefits: vacation (20 days per year), sick leave (10 days), personal days (3 days), and holidays. Employee premiums 100% covered for medical, prescription, dental, vision. Short and Long Term Disability Insurance and Retirement plan with supplemental employer contribution (a 1% contribution is approved for FY 2021) also provided. HPRP's regular work schedule is 9:00 a.m. – 5:30 p.m. Occasional evening and weekend hours are required for six (6) board meetings per year, as well as four (4) evening clinics and 2-3 Saturday outreach events per year. Attendance at the evening clinics and Saturday outreach events is shared between the Director of Pro Bono Programs and the Staff Attorney. HPRP provides for a flexible work schedule. During the COVID-19 pandemic, HPRP has created special family/dependent care leave and is primarily teleworking, with some use of office space as needed.

Apply by sending a cover letter and resume to [jobs@hprplaw.org](mailto:jobs@hprplaw.org) (please specify Pro Bono Programs Director in the subject line). Writing sample and references will be requested if selected for an interview. We are looking for thoughtful, personalized cover letters that demonstrate the applicant's qualifications, work style and interest in being part of a team working to eliminate homelessness in Maryland. We are looking for applicants who have a comprehensive understanding of oppression, and structural racism, including how structural racism perpetuates barriers to housing and income. Resume reviews begin immediately and applications will be accepted until position is filled.

HPRP is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a staff, board, and volunteers with diverse personal and professional backgrounds and lived experience enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from Black people, Indigenous peoples, people of color, immigrants, persons with disabilities, members of the LGBTQ community, people with lived experience of poverty and/or homelessness, and people from other underrepresented and historically marginalized groups.